

PRESIDENT'S CABINET MEETING
August 19, 2008
MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Laura Grandgenett, Ellen Green, Paul Matney, Danita McAnally, and Damaris Schlong

MEMBER ABSENT:

Steven Jones

OTHERS PRESENT:

Brenda Sadler

PRO (PURSUING REAL OPPORTUNITIES) UPDATE – Schlong reported that the PRO Committee is meeting weekly with McCormick Advertising who is working on the website. On September 19, businesses which will be toured are Pacific Cheese, Nationwide Insurance, Amarillo Gear, and Ben E. Keith. Students will choose to participate in the PRO program. School career counselors who are working with PRO will meet with these businesses and recommend the program to their students.

SACS VISIT UPDATE – McAnally distributed a copy of the schedule for the Substantive Change Committee Site Visit. Eight Hereford students are scheduled to meet and interview with the SACS visiting team. McAnally discussed the schedule and interview times. At noon on Wednesday, August 20 the visiting team will meet with the President's Cabinet for lunch in the Private Dining Room; the exit report will be given to the President's Cabinet at 5:00 p.m. in the Ambassador Hotel Conference Room.

POLICY ELEMENT – The IT Council has been meeting every two weeks since its inception in the spring. The council has been dealing with comprehensive matters. They have been working on existing IT policies and are putting them in common format; they plan to put together a policy manual. Grandgenett distributed a policy elements template. Each policy will follow the format on the template which will be used to describe the area or function that the policy addresses and what it is about; the rationale for the policy; who the policy pertains to; and define technical language and acronyms. The IT Council will be charged to review policies yearly.

IT CHANGE MANAGEMENT – The IT Change Management Policy is almost complete. It will be brought for review, recommendation and Cabinet approval. The Council charged Linda Hendrick to put together an implementation plan. Definitions and different changes are being worked on; procedures will have to be redrafted. There was discussion as to whether this plan should be considered a policy or a procedure. Berg, Grandgenett, and McAnally, who are principals, need to decide what needs to get done. Survey Tracker is an example of what should have been done throughout this process; it has been researched and will have institutional impact.

IT CIO POSITION – A handout for the selection of the CIO and Dean of Information Technology Services position was distributed. The search committee consists of the following: Terry Berg and Bob Austin will co-chair; Dr. David Woodburn; Dr. Laura Grandgenett, ex-officio; Damaris Schlong; Lana Jackson; Patsy Lemaster; and Lynn Thornton. Dr. Matney, as Acting President, will appoint the committee and give it its charge. The Search Committee will work on the job description and develop the interview questions; screen applicants; identify and interview candidates; and recommend a finalist for hiring to the President. The position will be posted after Labor Day. The plan is to have the CIO in place in spring 2009. It was mentioned that Grandgenett's presence may be required longer than December for a smoother transition; if EduServe decides to extend her stay at Amarillo College, this action would have to be taken to the Board for approval. The Cabinet endorsed the process for selection of the CIO position.

FINANCIALS – Handouts were distributed. As of July 31, we are 91% through the year. Berg said the revenue looks good; however, we may not make the academic or continuing education tuition. Expenditures are at 82%. Cash and investments are \$52.5 M compared to \$28.2 in July 2007 and \$26.2 M in July 2006. Berg indicated that some areas of the College are over-budgeting when putting together their yearly budgets; Matney inquired if there is a system we might use next year to show us in what areas we are over-budgeting. Safari reports may be able to give us that information.

ADMINISTRATIVE/STAFF UPDATES –

- ◆ Five or six applications have been received for the Emergency Manager position; more advertising for the position has been done.
- ◆ Interviews for the Grant Compliance position are being conducted.

MISCELLANEOUS –

A bond issue construction update link will be placed on the AC website; pictures of progress will be shared along with a timeline and other communication.

The common reader, "All Over but the Shouting," by Rick Bragg has been a big hit. Copies are being distributed to anyone who wants to read the book. Bragg will come to Amarillo in the fall to discuss his book.

Next meeting: September 16, 2008
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